

FIELD OPERATIONS BUREAU FOOD STAMP UNIT (FSU)

TRANSMITTAL NUMBER: 06-02R (FS)

November 8, 2006

TO: All Field Operations Bureau Staff and Members of the Food Assistance Action Committee

SUBJECT/PURPOSE: Clarification of CFAP Case Reviewability and Drop Procedures

RELATED REFERENCE: Transmittal 00-04(FS)

SUPERSEDES: None

EFFECTIVE DATE: Upon Receipt

BACKGROUND:

Recent meetings with FOB staff and members of the Food Assistance Action Committee have revealed that there is some confusion concerning the determination of when a California Food Assistance Program (CFAP) case is reviewable. This transmittal provides the reviewability guidelines.

INSTRUCTIONS:

Use the following instructions and examples to determine CFAP case reviewability.

1. Federal Sample cases in which there is no Federal Food Stamp funding are Not Subject to Review/Dropped because there is no participation in the Federal Food Stamp Program.
Example: Federal \$0, CFAP \$500
2. State Sample cases in which all funds are provided by CFAP MUST BE REVIEWED in the same manner as all other reviewable cases.
Example: Federal \$0, CFAP \$500
3. Cases in which there are funds from both the Federal Food Stamps program and CFAP are reviewed in the same way as all other reviewable cases regardless of whether they are in the Federal or State sample. The Federal sample case error determination is based SOLELY on the Federal authorized allotment amount. For CDSS data collection purposes, the same process must be done with the CFAP authorized allotment amount to determine if there is an error.

Example: CWD Authorized Amounts: Federal \$200, CFAP \$300
QC Review Results: Federal \$300; CFAP \$200
The case is reviewable for both programs.
There is a \$100 Federal Over-issuance and a \$100 CFAP Under-issuance.

4. In the following example, the fact that funds should have been spent solely from the CFAP program (no Federal Food Stamp Program participation) does not affect case reviewability.

Example: CWD Authorized Allotment Amounts Federal \$500, CFAP \$0
QC Review Result: Federal \$0, CFAP \$500

The case is reviewable and there are two very large errors—a \$500 Federal over-issuance and a \$500 CFAP under-issuance.

Note: For discussion purposes, the presumption is made that there are no other factors that would impact the determination of case reviewability.

CODING AS DROPPED CASES

Since CFAP-related data is not used with the Federal data and Q5i Worksheet-generated reports, specifically error rate reports, Item 010-0027 (Disposition Code) must be completed with Code 2 (Not Subject to Review) even though the reason for dropping the case is either Refusal or Failure to Cooperate. Using code 2 (NSTR) for all drop CFAP cases ensures that CFAP findings are not factored into the federal report's results.

The process for determining refusal or failure to cooperate and documenting the steps are to be followed using the FNS Handbook 310 Chapter 4. The only difference is instead of coding the case as a drop code 3 (Incomplete) the case is coded 2 (NSTR).

INQUIRIES: Michael Bowman-Jones, Program Analyst

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